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STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

DATE: December 6, 2005
TO: 2005 Title II, Title V Project Directors
FROM: Steve Bruce
RE: FFY 2005 Monthly Performance Measurement Report Template

Our office has noted many of you are continuing to experience difficulties in reporting narrative information and monthly data on your project's assigned performance based measures. To assist you further, our office has placed a completed Report Narrative / Monthly Performance Measurement template on our website, www.dps.mo.gov, which may be viewed online, or downloaded for reference when completing your monthly performance measurement reports (PMRs). The template is titled "**TITLE II & V SAMPLE PERFORMANCE MEASUREMENT REPORT**," and comes from a current Title II recipient. The template offers a clear, technically correct method of submitting narrative information as well as program data to the Missouri Department of Public Safety.

Please note that the performance-based measures included in the template are not necessarily those measures utilized by your program, and are not to be used by every program. Your program should continue to rely upon the measures approved in your 2005 contract. This template only seeks to offer one example of how an acceptable PMR is written. For Title V project directors, narrative information regarding the status of your program's Prevention and Policy Board (PPB) should be included at least quarterly.

While it is not mandatory you submit your monthly reports in the fashion reflected by the template, it is **strongly recommended** this format, or one closely resembling it is utilized.

Our office hopes this template is of assistance to you in completing your reports, and we will continue to provide user-friendly tools to you as they become available to us. Should you have questions or concerns, please contact me at (573) 526-1931 or by email at steve.bruce@dps.mo.gov.



**SAMPLE
PERFORMANCE MEASUREMENT
REPORT**

Report Narrative / Monthly Performance Measurement

In the first month of the third year of programming (October 2005), the Mentees and Mentor continue to work as a team to complete programming goals. The mentees partnered with New Life Christian Church for a community service project that helped feed those who are homeless in downtown St. Louis. The mentees assisted with setting up tables and serving food to families less fortunate than themselves. While interacting with the families the mentees were able to communicate with adults and youth about their efforts in the YCW and other program goals.

The mentees continue to strengthen their relationships with the younger youth in YIN's before and aftercare program at Walbridge Elementary, each week they focus on the YCW activities to help deter delinquent behavior in the younger youth. Showing the youth how to become aware of crime and ways to not become involved in crime has been the focus. The approach used this month was "Having Fun Coloring and Learn How to prevent Crime Too", a Mc Gruff publication. These exercises taught the youth how to properly answer the phone and not give out information to strangers. They also learned not to take money, candy, gifts and especially rides from people they don't know. The mentees utilized activity books to help express the dangers of smoking along with how smoking can lead to the use of drugs and alcohol. The mentees continue to assist with homework while communicating about one another's daily activity. Each visit allows all three generations the opportunity to find their commonalities, strengthening their bonds.

Recreational and enrichment activities are an important part of the emotional development that is needed for a mentor. The mentees have been able to evolve mentally and emotionally through participation in sports like flag football; both boys and girls have shown an improvement in prosocial activities. They have learned how to manage their anger in tough situations like being ridiculed by team members when a mistake has been made. The mentees also participate in activities like basketball and pool with other inner city youth at Wohl recreation center of St. Louis City where they continue to remove the imaginary walls that divide many city youth. Arts and crafts have become an important part in building the self esteem of each mentee. They designed their own t-shirts giving them a sense of ownership in themselves as well as the program.

██████████ mentees also participated in the Lights on After School and Happenings 4 Kids celebration. This annual community wide luncheon was a chance for youth to be recognized for the hard work and dedication they have shown while doing a great job connecting with the community in a positive manner. They met other young mentors who have participated in programming activities that involved kick boxing, arts and crafts and Science Center activities. They participated in "Red Ribbon Week" with the TREND Program. This event was a lock in at the Pointe Centre in Baldwin that revolved around having fun while being sober. The mentees were able to build new relationships through participating in several in door games of basketball, volleyball, football, ping pong and a water park challenges. They were able to interact with youth from the Baldwin area, sharing their efforts of YCW. The second event for "Red Ribbon Week" was called "Get ARTC", an art show featuring young artist in recovery, displayed in the St. Louis Library Downtown. This opportunity allowed the mentees to speak to and share stories with youth recovering from drugs. This was an eye opening experience; the recovering youth were able to share techniques that can help others avoid drug use, like communicate with your peers, family member or anyone they trust when challenging situations arise. These youth were able to share stories with the mentees that helped them see anyone can become addicted by just one use and the "It can't happen to me" mind set is a fallacy.

Lastly, the group sessions play an intricate part in achieving program goals. The focus this month was leadership. The mentees discussed the role of a leader, the importance of rotating group leaders and electing group leaders for different jobs. These discussions sparked other conversations in reference to the different characteristics within the group and the importance of having a diverse group when it comes to utilizing each others strengths.

The other focus was healthy relationships. They role played difference between a healthy and unhealthy relationship, utilizing a book called "Straight Talk on Tough Topics". This helped the mentees see different ways to problem solve. The role of parenting and how important communication is to a healthy relationship, this allowed the youth to focus on their family issues and the areas they could improve. This was very personal for some and those who found it topic welcoming where very supportive to those less open to sharing personal situations. These group sessions seem to bring the group closer, maintaining the bond that has been developed.

DATA FOR EACH MEASURE MUST BE REPORTED

Program Funding Category:

J5-Mentoring

Output Measures:

Objective#1: To increase organizational capacity.

Output measure: \$40,000 Title II funds awarded for mentoring for the third year are expended for program services as documented by program accounting records. *During this reporting period, October 1, 2005 - October 31, 2005, \$2,359.33 were expended on the project.*

Objective #2: Youth In Need will serve the maximum number of youth possible.

Output Measure: 45 unduplicated youth (100%) will be served by the program over the course of the three year project, as documented by program roster. *During October 2005, 25 youth participated in the project. 25 were continuing from the previous program year, and 2 were enrolled this month documented on the program roster.*

Objective #3: Program mentors will be qualified and competent

Output Measure: 100% (1) mentor participates in trainings throughout program year. *Regina Williams, Mentor/Advocate did attend seven hours of formal training this month on (Effective Interventions with At-Risk Youth. During weekly supervision a professional development plan has been developed and is addressed monthly. Note: The Mentor/Advocate has over five years mentoring experience; she continues to participate in regular professional development activities, including in-service training, relevant to this position.*

Objective #4: Program youth will participate in community service learning projects.

Output Measure: 1300 hours of services will be delivered by program staff annually, as documented by Service Contact Logs and tracked via YIN's ComServe database. *This month 100 hours of services were delivered by program staff this month, as documented by Service Contact Logs and tracked via YIN's ComServe database.*

Objective# 5: Youth will meet with their mentor promptly after program enrollment.

Output Measure: The average number of days from the assignment of a case (i.e. program enrollment) to the first meeting with a mentor will be one week (7 business days) or less, as documented by individual case records. All youth are assigned to Regina Williams Mentor/Advocate. *The two youth enrolled this month attended program activities. One youth began participating 5 days after being assigned and the other youth seven days after being assigned. The average number of days from the assignment of a case (i.e. program enrollment) to the first meeting with a mentor was 6 business days as documented by individual case records.*

Short Term Outcome Measures:

Goal # 1: Improve public safety in North St. Louis.

Objective: To reduce delinquency in 14-16 year old youth during program participation.

Performance Based Measure: 20% (9) or less program youth will offend or re-offend while participating in ACTION, as evidenced by youth self-report and parent/guardian survey. *This survey is administered on a quarterly basis; the next survey will be administered in December 2005 and results will be reported in the January 2006 Title II Performance Report. Note: Because this is a prevention program, youth participants have generally had no previous arrests*

or juvenile court involvement, so official records are not available as a data source.

Goal # 2: Strengthen protective factors and reduce risk factors in target area.

Objective: To improve prosocial behaviors in youth during program participation.

Performance Based Measure: 80% (36) of program participants will exhibit desired change in targeted behaviors, specifically an improvement in social competencies, as indicated by the HCACB Survey (Healthy Child/Adolescent Coping Behaviors), a staff rating instrument developed by Youth In Need, and the Leadership Skills Inventory (LSI). *These measurements are tracked quarterly. This survey will be administered in December 2005 and results will be reported in the Title II January 2006 Performance Measurement Report.*

Goal #3: Provide youth with personal connectedness, supervision, guidance, skills training, cultural enrichment opportunities, knowledge of values, a sense of self-worth, and goal setting for the future.

Objective: Increase program accountability.

Performance Based Measure: 80% (36) of program youth will complete program requirements. This will be tracked by program staff documentation, attendance records and community service logs. *91% (41) program participants have participated in fulfilling program requirements in the 1st two years. This third year, 1st reporting month 100% (25) mentees completed the following activities:*

- *Happenings 4 St. Louis for kids appreciation luncheon*
- *Walbridge Elementary after school program mentoring younger youth 8-10 hours a month*
- *YCW prevention activities (staying smoke and drug free)*

Goal #4: Connect at-risk youth with responsible, caring, committed mentors.

Objective: To increase program support

Performance Based Measure: 80% (36) of the program youth will be satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials and service, as evidenced by YIN's Client Satisfaction Survey, and will experience high levels of rapport with their mentors as evidenced by the Mentor-Youth Alliance Scale (MYAS), both of which will be administered quarterly. *The Client Satisfaction Survey and Mentor-Youth Alliance Scale (MYAS) are scheduled to be administered in December 2005 data will be compiled and reported in the January 2006 Title II Performance Measures Report.*

Goal #5: Mentors find the experience with program rewarding

Objective: To increase program support

Performance Based Measure: 100% (1) of mentors will report being satisfied with the program in areas such as training, general program operation, facilities, material and services as measured by YIN's annual employee survey. *This measure will be tracked in the December 2005 and will be reported in the January 2006 Title II Performance Measure Report.*

Goal #6: Program participation will deter delinquency

Objective: To increase accountability

Performance Based Measure: 10% (5) or less program youth will be formally processed, as indicated by (a) Self report and (b) Official records regarding youth who have been charged with a formal probation violation. *Zero program youth were processed this month.*

Long Term Outcome Measures:

Goal #5: Mentors find the experience with program rewarding

Objective: To increase program support

Performance Based Measure: 100% (1) of mentors will report being satisfied with the program in areas such as training, general program operation, facilities, material and services as measured by YIN's annual employee survey. *This measure will be tracked in the December 2005 and will be reported in the January 2006 Title II Performance Measure Report.*

Goal #6: Program participation will deter delinquency

Objective: To increase accountability

Performance Based Measure: 10% (5) or less program youth will be formally processed, as indicated by (a) Self report and (b) Official records regarding youth who have been charged with a formal probation violation. *Zero program youth were processed this month.*